



EMS Procedure EMS Annual Review

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Approved By: EMS Core Team

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1.0 PURPOSE

The purpose of this procedure is to document and develop a primary agenda of issues to be included in the EMS Annual review meeting with the Spencer City Council for evaluating the status of the Spencer Environmental Management System (EMS).

2.0 RESPONSIBILITIES

- 2.1 Spencer City Council: Responsible for providing feedback to the Environmental Management Representative and the EMS Core Team.
- 2.2 EMS Core Team: Responsible for developing an agenda to be used in the EMS Annual Review.
- 2.3 Environmental Management Representative: Responsible for providing data on objective and targets, training and other EMS information to be included in the EMS Annual Review meeting. EMR will lead the meeting.

3.0 PROCEDURES

The EMS Annual Review process is intended to provide a forum for reviewing and/or improving the Spencer EMS on an annual basis, and to provide the City Council with a vehicle for making any changes to the EMS necessary to achieve its goals.

- 3.1 At a minimum, each EMS Annual Review meeting will consider the following:
 - Results of internal audits and evaluations of compliance with legal requirement and other requirements;
 - Suitability, adequacy, and effectiveness of communications from external based interested parties, including complaints;
 - Suitability, adequacy, and effectiveness of the City of Spencer's environmental performance;
 - Suitability, adequacy, and effectiveness of objectives and targets and their status as found in the Spencer Action Plan

- Suitability, adequacy, and effectiveness of nonconformities, corrective and preventative action plans;
 - Suitability, adequacy, and effectiveness of training efforts;
 - Results of any action items from the previous Annual Review meeting;
 - Providing direction for changes needed to the EMS.
- 3.2 Meeting minutes will be generated by the City Clerk and will include, at a minimum, the list of attendees, a summary of key issues discussed, and any action items arising from the meeting.
- 3.3 A copy of the meeting minutes will be distributed to attendees and any individuals assigned an action item.
- 3.4 Review and revise impacts/activities annually, present findings to the EMS Core Team.

4.0 RECORDS

All documents and records related to this procedure are to be maintained by the EMR on an ongoing basis. Records include, but are not limited to:

- Environmental Policy
- Objective and Targets and their revisions
- Legal and Other Requirements
- Training and Roles & Responsibilities Matrices